# SCHOOL DISCIPLINE DATA REPORTING INSTRUCTION MANUAL

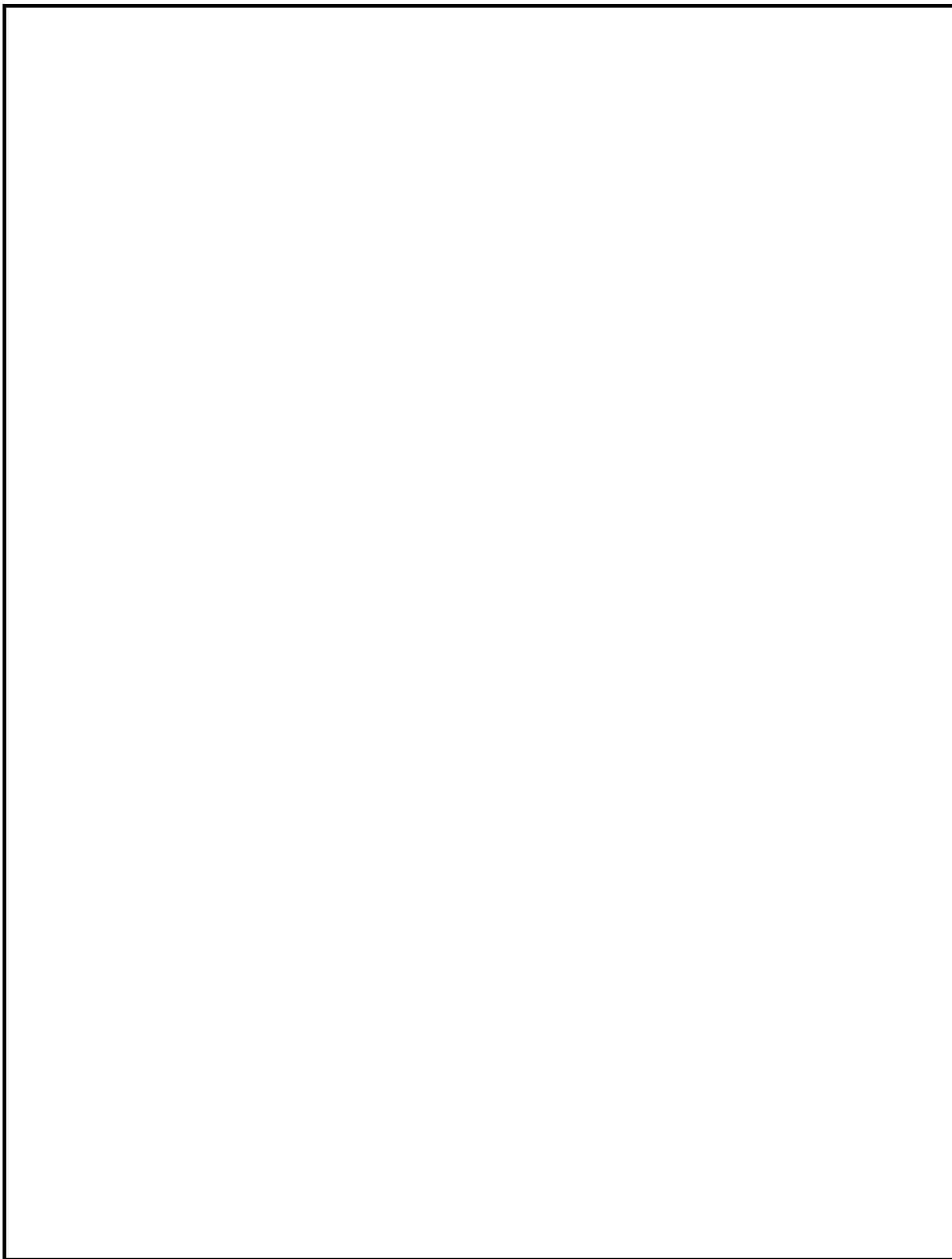## For School Year 2011-2012

Montana
**Office of Public Instruction**
Denise Juneau, State Superintendent

opi.mt.gov

**November 2011**

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# School Discipline Data Reporting General Instructions

**Reporting Period:**  September through June – or each district's active school year

**Due Date:**  June 30

**Reporting Entities:**  All public schools in each public school district in the state, including publicly funded schools, must submit a completed report.

**Data To Be Reported:**  Any incident that takes place during the reporting period that:

- results in an <u>out-of-school</u> suspension or expulsion, regardless of the length of time, for any enrolled student; or
- results in an <u>in-school</u> suspension, regardless of the length of time, for an enrolled student with a disability*; or
- involves weapons, drugs, or violence in which the perpetrator is a nonstudent (someone not enrolled in the school such as a former student who has graduated or dropped out, or someone unknown to the school).

   **\*** In-school suspensions <u>may</u> be also entered for regular ed students; however, only the special ed incidents are required for federal reporting.

**Electronic Submission:**  All reporting entities are required to report electronically over the Internet. The application opens in the fall and remains open through June 30.  Data may be entered anytime during that time period; however, schools are encouraged to enter data as soon as possible following the incident.

The practice of waiting until the end of the school year to enter all incidents will no longer be appropriate because this application uses AIM data that is current as of the date of data entry. Enrollment or program changes that occur between the date of the incident and the date of data entry could affect the school's ability to enter data.

After being assigned to a school and/or district, user names will be sent via e-mail to registered users as designated by authorized representatives. Passwords are system-generated and delivered via e-mail. Instructions for electronic data entry start on page 3.

**School Discipline Data Collection Web Page:**  All information, resources, instructions, etc., relating to the school discipline data collection can be found on a dedicated page on the OPI Web site. Use this page to access resources, including:

- List of Codes
- Glossary of Terms
- Incident Worksheet (Log)
- Log in Request Form
- School Discipline Instruction Manual

   The link is:  http://www.opi.mt.gov/Reports&Data/index.html?gpm=1_10#gpm1_10.

**OPI Contact:**  Karen B. Crogan:  (406) 444-0685, kcrogan@mt.gov

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# Data Entry and Submission:  Important Points

## SY 2011-2012

- The electronic school discipline data collection application **opened for data entry on September 12, 2011**; th**e application will remain open until June 30, 2012,** to allow schools to enter data. However, **submittal of data** by a school to the school district or by the school district to the OPI **will not be available until May 15, 2012**.

- **School Discipline Web page**
  Look here for current information about the data collection, including technical assistance resources and documentation. The APPLICATION log in button is on this page.
  http://www.opi.mt.gov/Reports&Data/index.html?gpm=1_10.

- **SECURITY**

  **Access the discipline application** by entering your school discipline user name and a password at the Log In page. User names are sent via e-mail to all registered users as determined by the district's Authorized Representative (AR).

  **Users must be assigned to individual school(s)** in order to enter data. All schools must submit to the district. Users with district-level assignments will not be able to view or enter data at the school level unless they are also assigned to that school.

- **The final submittal must occur <u>at the district level</u> for the data to be received by the OPI**. <u>Failure to submit at the district level will result in an incomplete report</u>.

- **Prior to submitting your district, print a final report and review the data to ensure accuracy.** Through the submit process, the district is certifying that the data are correct as submitted.

  **Reports in the application should be saved as a PDF document to the user's C: drive and printed from there**. Note – additional reports, including graphs, will be available sometime during the second semester.

- **Disclaimer:**  No actual incident data are displayed in this manual; they are fictitious.

- **If you have questions**, please contact Karen B. Crogan (444-0685, kcrogan@mt.gov).

  **Reporting requirements** are implemented in accordance with Senate Bill 0329, Section 4, Transparency and public availability of public school performance data - reporting.

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# School Discipline Data Collection

This section provides comprehensive instructions on entering data and submitting completed reports.

## Log In

There are several ways to navigate to the School Discipline application. 1) From the OPI Home Page (www.opi.mt.gov), hover your cursor over "Reports & Data" to reveal the fly-out menu and select "School Discipline Data Collection."
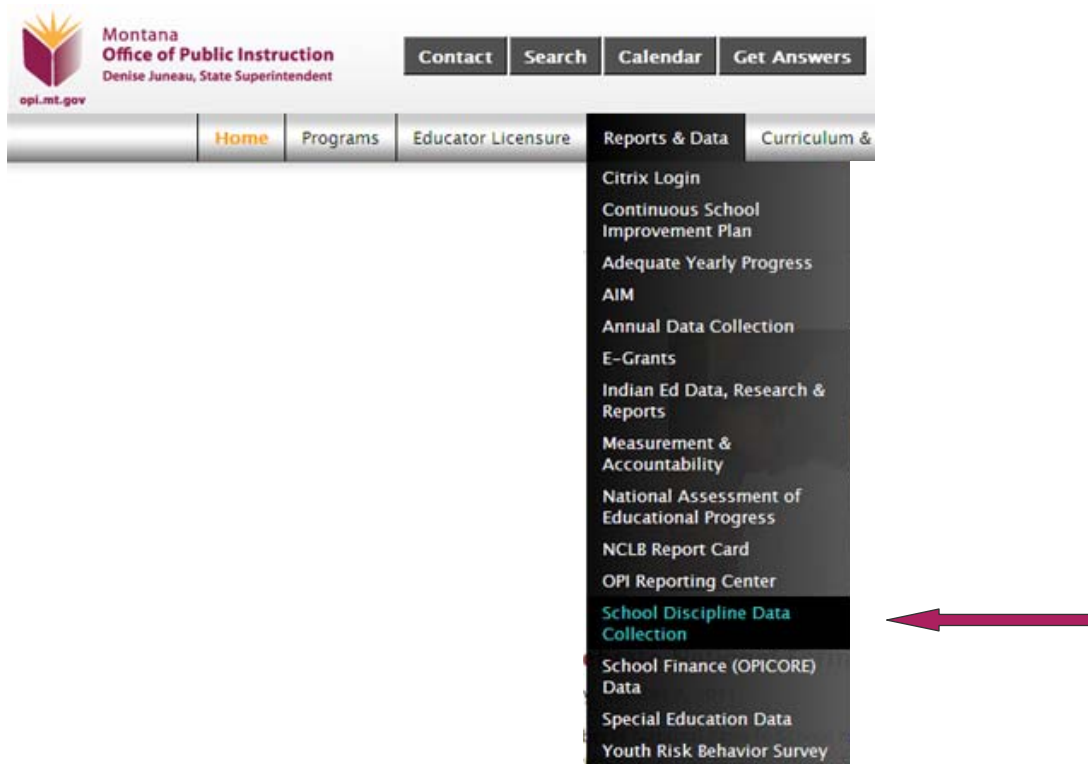


2) Click on "Reports & Data," which will open in a new page.  Select "School Discipline Data Collection" from the menu on the left side of the screen.

Click on the button (see below) to open the Web-based application.
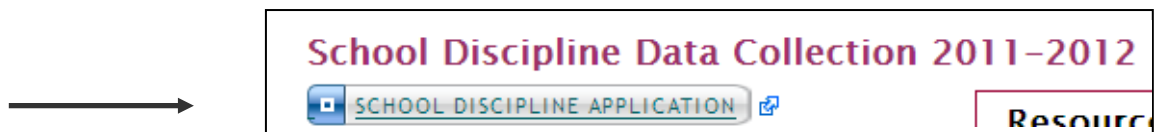


3) Save the application's URL (https://data.opi.mt.gov/SchoolDiscipline/frmLogin.aspx) in your Favorites for easy access.

**NOTE:  This application is best viewed using Windows Internet Explorer version 7 or 8. Other browsers are not supported.**

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This is the Log In screen for the School Discipline Data Collection application.



If this is the first time you have logged into the discipline application, or if you don't remember your password, click on the "**Forgot your password?**" link to have one sent to you via e-mail. A new password may be requested every time you access the application. Contact the OPI if you need assistance.

This application uses the same security protocol as MAEFAIRS, Traffic Ed, Transportation, and Child Count. If you already have a Log In password for one of those programs, use it. Remember that changing the password in one application will change it for them all.

Enter your User Name and password. Click "Log In" to open the application.

**Welcome!**   This is the first screen within the school discipline application. Please read the entire screen at least once as it contains some valuable information.



NOTE:   The application may time out even if you are actively working.

## Change Password

As mentioned earlier, you may use the non-memorable "ugly" password string that was sent to you via e-mail or you may change to something you can remember more easily. However, if you prefer, you may change it to something more memorable using the "Change Password" option located in the "Administration" menu, which is located on the application home page.
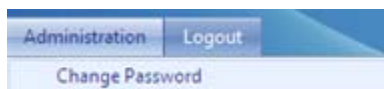


If you decide to change it, your choice for a new password must meet the standards as noted below or it will not be changed.



Password must be "strong" to be acceptable.

Passwords expire every 60 days.

# Data Entry

The three options available for selection allow a user to enter or submit incident data.



School-level users will only be able to enter data for the school(s) to which they are assigned. They must submit their data to the district at the end of the school year.

District-level users will be able to view reports for all schools within their district. They are responsible for submitting the completed and verified data to OPI.

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# Incident Entry

When you select **Incident Entry**, you will see the district and school to which you have been assigned. If you were given access to multiple districts and/or schools, use the drop-down arrow(s) to select the entity for which you are reporting.

This is the fifth year for which data on in-school suspensions of students with disabilities will be reported.

Note that there is no separate menu selection for collecting in-school suspension data. The recorded information will be the same as that required for reporting out-of-school incidents.

## Add Incident

Required information:

> Actual Incident Date,
> Location (on or off campus),
> Student perpetrator (name),
> Incident Code,
> Action Code,
> Removal Length, and
> Number of Victims.

Click on the "Add Incident" button.



Select the District: Alzada Elem - 0096

Select the School: Alzada School - 0132

Only
If there is a distr

The list below are the incidents that have been entered

* To edit an incident click on the Select button - To add

**Add Incident**

There were no discipline events found at this school

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**NOTE:  Each data element or group must be saved individually during the data entry process. If there is a "Save and Continue" button, click it or the data will not be saved.**

## Enter Incident Date

Select the actual date on which the incident occurred using the calendar utility or by typing the date in mm/dd/yyyy format.



Enter Incident Date: ___ --This is the actual date on which the incident occurred.

Select Location: On

Enter your local inci (limit 30 characters)

**Save and Conti**

The list below are th ntered for your school for this state fiscal y

* To edit an incident click on the Select button - To add a new incident click on the Add Inci

## Select Location

**Location Code**

Location indicates where the incident took place. Choose one location code that applies to the incident from the drop-down list.

## Local Incident Identifier

This field is not required. If you choose to enter an identifier, it must be unique. You may skip the field by clicking on "Save and Continue." If you leave it blank, the incident ID number will be populated into the field after the date and location are saved.

## Status of Incident Entry

The three items listed at the top of the Incident Entry screen can help track your progress through data entry.

All three must have a "Yes" status for the incident to be complete.

The buttons at the bottom of this section provide the following options:

> *Edit* allows the date, location, and local incident identifier to be changed;
> *Delete* removes the incident completely;
> *Return* takes you back to the incident list.

## Incident List

The list below are the incidents that have been entered for your school for this state fiscal year. Both in-school and out-of-school events are listed.

* To edit an incident click on the Select button - To add a new incident click on the Add Incident button.

**Add Incident**

| Incident ID | Date Of Incident | Location | Local Incident Identifier (or comments) | |
|---|---|---|---|---|
| 10 | 2011-10-26 | On Campus | 10 | **Select** |

Incidents may be edited until the district's data are submitted at the end of the school year. Click "Select" to bring up the School Discipline Incident Entry screen. Click "Save and Continue" whenever data are entered or changed.

## Select Incident Code

**Incident Cod**

Select Incident Code(s): [ ▼ ]

The list below shows all
There were no incident

- 1000 Alcohol
- 11 Handgun
- 1100 Arson
- 12 Shotgun/Rifle
- 1200 Attendance Policy Violation
- 13 Other Firearms

Select an incident code from the drop-down list. Typing a number will position the cursor in that section of the list. Click "Save and Continue" before proceeding to the next section. One or more incident codes may be selected as appropriate to describe the incident.

This list shows all of the incident codes you have defined for this incident.

| IncidentCode | Description | |
|---|---|---|
| 11 | Handgun | **Delete** |
| 3200 | Threat/Intimidation | **Delete** |
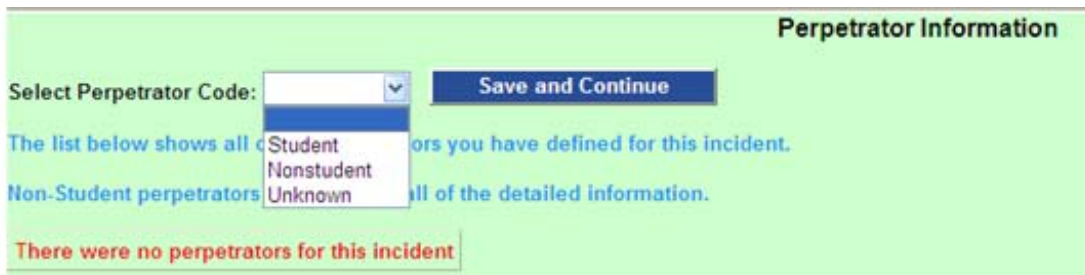
Use the "Delete" button to remove any incident code that is incorrect.

**Message from webpage**

? Are you sure you want to delete this incident code?

OK        Cancel
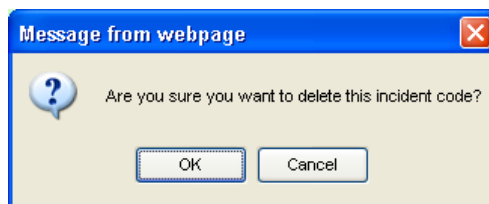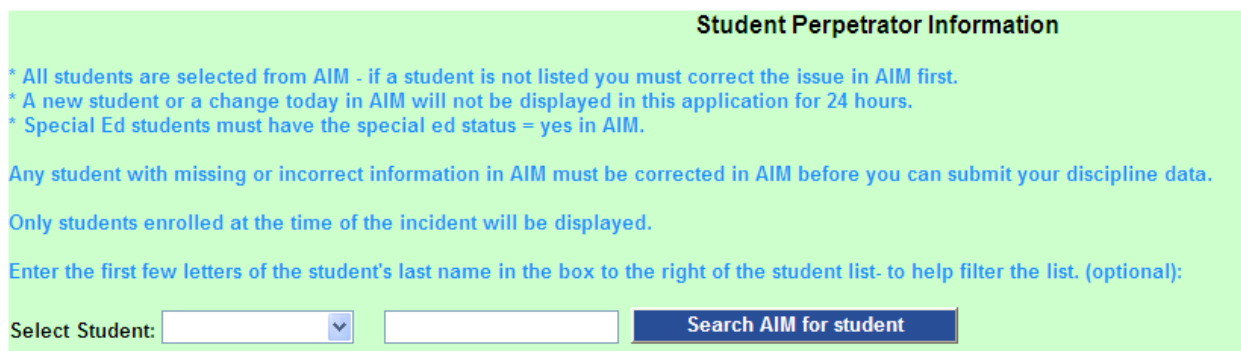
A response is required in order to proceed.

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# Student Perpetrator Information

Perpetrator refers to the student(s) or nonstudent(s) involved in an incident. There must be at least one perpetrator for each incident. If several perpetrators were involved in an incident, they must be reported together under the same incident.

**Perpetrator Information**

Select Perpetrator Code: [ ▼ ]    **Save and Continue**

The list below shows all ... Student ... ors you have defined for this incident.
Nonstudent
Non-Student perpetrators Unknown ... ll of the detailed information.

There were no perpetrators for this incident

Select the appropriate description of the perpetrator/offender from the drop-down list, and click on "Save and Continue."

**Student Perpetrator Information**

\* All students are selected from AIM - if a student is not listed you must correct the issue in AIM first.
\* A new student or a change today in AIM will not be displayed in this application for 24 hours.
\* Special Ed students must have the special ed status = yes in AIM.

Any student with missing or incorrect information in AIM must be corrected in AIM before you can submit your discipline data.

Only students enrolled at the time of the incident will be displayed.

Enter the first few letters of the student's last name in the box to the right of the student list- to help filter the list. (optional):

Select Student: [ ▼ ] [          ]    **Search AIM for student**

If **Student** is selected, you will see a list of students extracted from the AIM system.

The search function may be an easier way to locate a student if the school has a large enrollment. Click on the down-arrow to reveal the search results. Otherwise, select the student by last name from the drop-down list.

An unsuccessful search will result in the message below.

Select Student: [ The critera used to create this list retrieved no students! Try Again. ▼ ] [ sal ]    **Search AIM for student**

Once you have selected the student from the list, the demographics are displayed. Please check this information carefully. If a student does not appear on your list, it means their data may not have synched to the State Edition. Special Ed student's documents (Evaluation Report – source of disabilities and/or IEP) must be locked before they will synch up to the State Edition.
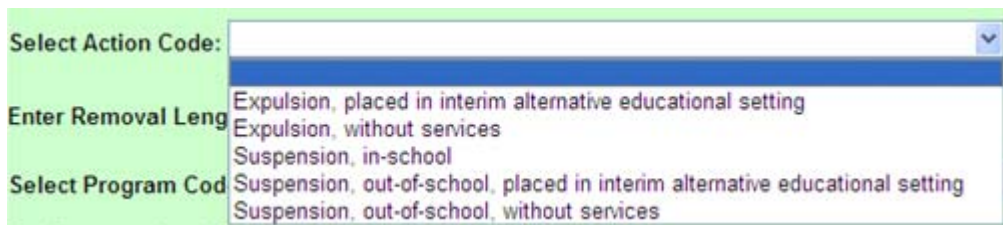
Report any errors to your AIM Administrator. Corrections made in the AIM system will not show up in school discipline until the next day.

Initials: [  ]    Gender: [  ]    Race: [  ]    Grade: [  ]

LEP Status: No    Special Ed Status: No

After identifying the perpetrator, select the Action Code. If the incident involved firearms, a choice must be made between full year and shortened expulsion/suspension based on the board's decision.

## Select Action Code

This code defines the action taken by the school district for each perpetrator reported in an incident who is an enrolled student in a school in the district.  See definitions for Suspension and Expulsion below.  Select one action code from the list below.
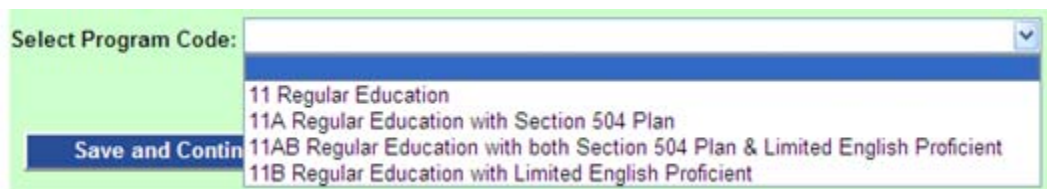


Montana statute specifies what actions must be taken when the incident involves firearms. Refer to the definitions on page 18 for definitions and detailed information.
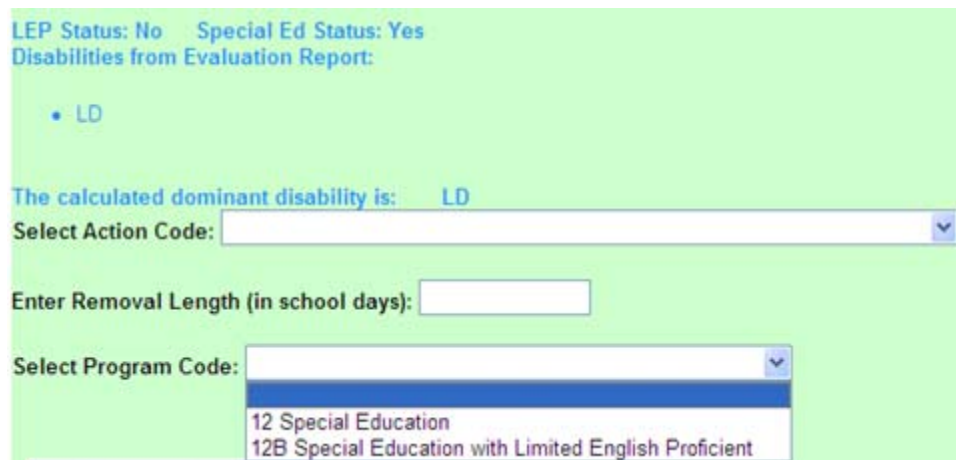
## Select Program Code

This code defines whether the student is regular education or special education (receiving special education and related services in accordance with the Individuals with Disabilities Education Act [IDEA]), and if the student has a Section 504 plan and/or is limited English proficient.  Definitions are on pages 20-21.



The drop-down list will display the special education program codes only if the student's AIM data have Special Ed Status = Yes and there is a disability.

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The student information is displayed in a table grid format (see example below).

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| This list shows all of the perpetrators you have defined for this incident. | | | | | | | | | | |
| Non-Student perpetrators will not have all of the detailed information. | | | | | | | | | | |
| Perpetrator Code | StateId | Initials | Gender | Race | Special Ed Status | ProgramStatusCode | ActionCodeName | Removal Length | | |
| Student | ID # | XY7 | M | WH7 | N | 11 | Suspension, out-of-school, without services | 8.00 | Delete | Select |

Use the *Delete* button to remove the perpetrator from the list. The *Select* button allows editing of the non-demographic incident information.

# Victim Information

The last piece of data required to complete the incident is to describe the incident victim, if there is one.

The Victim Code section provides a drop-down list from which to select a victim description.

Select Victim Code(s):
Enter Number of Victim
Non School Personnel
None
Other
School Personnel
Save and Continu Student

The list below shows all of the Victim codes you have defined for this incident.

There were no victim codes for this incident

## Select Victim Code(s)

The victim code captures specific information regarding any individuals who were victimized by the incident (definition on page 21). A perpetrator cannot be a victim. At least one victim code must be reported. Enter ALL victim codes that apply from the list. If there are no victims, enter 'None.' If 'None' is used, no other victim code may be entered.

# Incident Status/School Submit

**Submit:** The submit process provides assurance that the data entered have been checked for accuracy and all data have been reported for the 2011-2012 school year. Submitting also indicates that the data entry process is complete.

The submit process should not be executed until ALL data have been entered and all schools are sure there will be no further incidents to report in the school year.

When a school performs the submit process, the school will no longer be able to add or edit their data; any corrections must be handled at the district level. Once a district performs the submit process, the district will no longer have rights to add or edit data; all corrections must be made by the OPI.

State Fiscal Year: 2012
Data can not be submitted prior to May 15th.
Select the District: Plevna K-12 Schools - 0256
Only the districts/schools you were assigned will display in the lists shown above.
If there is a district or school missing please contact: Karen Crogan at (406) 444-0685 or kcrogan@mt.gov

Total Schools that have not submitted: 3

Submit District to OPI

In the list shows the status of schools in this district. Each of these schools will need to complete their data entry and submit to the district.

| Name | SchoolCode | Number of Incidents | DateSubmitted |
|---|---|---|---|
| Plevna School - 0351 | 0351 | | |
| Plevna High School - 0352 | 0352 | | |
| Plevna 7-8 - 1687 | 1687 | | |

The Incident Status screen displays the total number of incidents entered for the selected school.

When the submit window is open (after May 15), you will be able to click the "No incidents" checkbox only if the total number of incidents displayed is '0.'

Any incomplete incidents will be displayed in a grid. You will not be able to submit the school-level data until they are resolved. The checkbox and submit button are not useable until after the submit window opens.

## District Submit

Your assigned district is displayed in the selection box. If you are responsible for more than one district, use the drop-down arrow to see a complete list.  Select and submit.

The submit button will be greyed out until after May 15.



When you are sure the data you entered are complete and accurate, click the Submit button.

When you press the Submit button, a message will appear reminding you that you are certifying the accuracy of the data by performing the submit process.  If you are sure the data are correct, click Yes.

A validation check will be performed.  If any errors are found, the application will not allow the data to be submitted until the errors are corrected.  A validation report will appear that lists all errors.  The errors must be corrected and the submittal process repeated.

After the data have been successfully submitted, a message on the screen will indicate that the submittal was successful.

If you do not see a message similar to this, the submittal process is not complete.

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# Reports

Reports are available throughout the school year. They will provide data entry staff the ability to check their work and fix errors well in advance of submittal. If a district has implemented a new policy, the reports can give administrators immediate feedback to measure effectiveness. These reports will also be useful for presenting data to school boards and parents.

After your successful submittal, you can still access reports by clicking on the Reports button; however, you will no longer have access to the data entry screens.
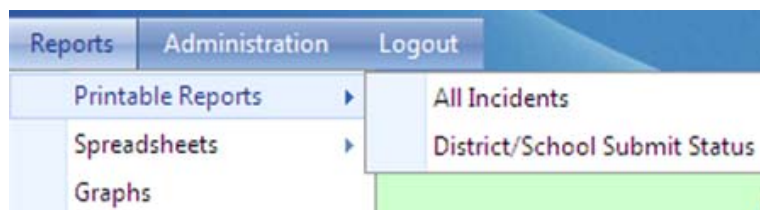


There are three options available within the report section: Printable Reports, Spreadsheets, and Graphs.

## Printable Reports

Choosing **All Incidents** creates a PDF report displaying all incidents for every school assigned to the current user. Select the desired year from the drop-down list and click on the 'Print to PDF' button.
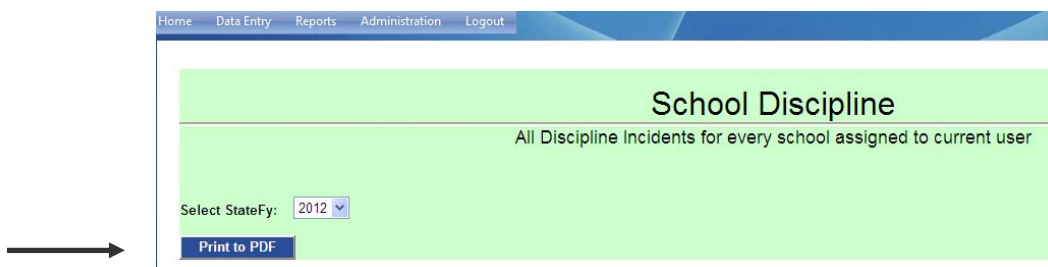


Your response on the File Download dialog box will dictate whether the report opens immediately as a PDF document (rptSDAllIncidentsByUser[1].pdf or you are given the option to 'Save As' to a location on your computer.
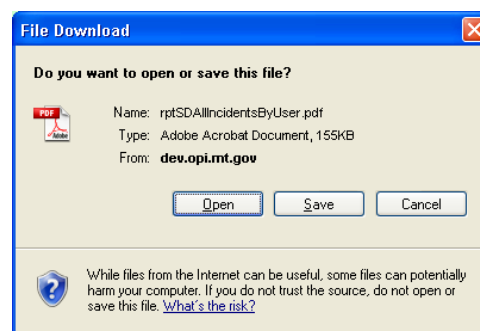




If you open the file you may still opt to save it on your computer. It is recommended that you save the report before printing. A redacted example of the format is shown below. Remember that the data in the examples are not real.

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**District/School Submit Status** creates a PDF report displaying submit status for every school assigned to the current user.

The responses are the same as those described for the "All Incidents" option.

A redacted example of the submit status report is shown below.





# Spreadsheets

The drawback to printed reports is that it is more difficult to summarize the data represented in that format. Spreadsheets provide a way to enumerate a district's incidents by a number of factors, including incident code, grade, action, program status, and race.

The **All Incidents** option displays all discipline incidents assigned to the current user.



The options and screens are the same as shown for printed reports. One major difference is that the download will be to a temporary folder and the informational dialog box (below) seems to imply there could be a problem. There isn't – and the response should be 'Yes.'

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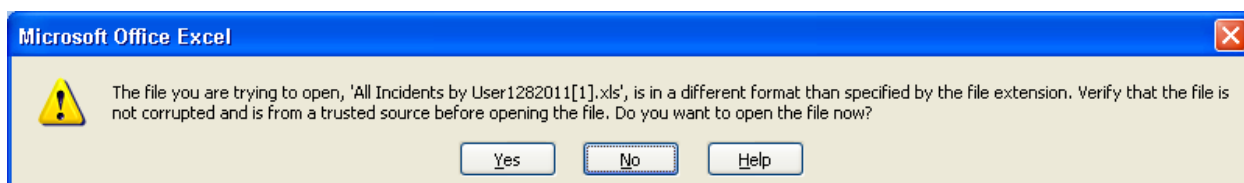
The resulting spreadsheet has all the functionality of the version of Excel you have on your machine. You can filter the column data, get counts, or create charts.



When saving the spreadsheet, the discrepancy in format and extension become apparent. The default type is Web Page. Use the scroll bar to select Excel Workbook so it can be found and opened later.
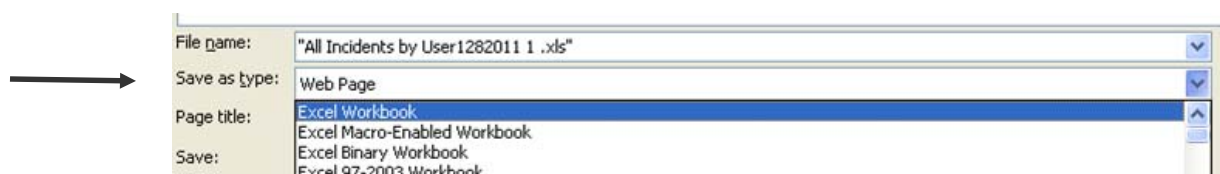


## Graphs

This area is under development and will be available early in 2012. You will be able to view data for your school(s) by category, grade, and race/ethnicity. Filters for special education will be offered.

## Printing a Report

Reports may be printed directly from the report screen. However, we suggest saving each report as a PDF document to your hard drive and printing from there instead of tying up the server.  Another benefit of saving the report as a PDF is having a permanent electronic document.

# Congratulations.  You are Done!!!

**If you have questions call:**
**Karen Crogan (406) 444-0685 or e-mail: kcrogan@mt.gov**

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# Appendix A    Codes and Definitions

**Location Code:**   Location indicates where the incident took place.   Enter one location code that applies to the incident.

**100**    **On Campus**: The incident occurred on school property or in a school building.

**200**    **Off Campus**: The incident occurred off school property.

**Incident Codes:**   Incident codes describe the incident.   There are four distinct incident categories – Drugs, Other, Violence, and Weapons.   Choose one or more codes from as many categories as necessary to accurately describe the incident.

**DRUGS**

**1000**    **Alcohol**: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.

**1600**    **Drugs (Excluding Alcohol and Tobacco)**: Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.

**3300**    **Tobacco**: Possession, use, distribution, or sale of tobacco products.

**OTHER**

**1100**    **Arson**: Unlawful and intentional damage, or attempt to damage, any school or personal property by fire or incendiary device.   Firecrackers, fireworks, and trash can fires are included in this category if they are contributing factors to a damaging fire.

**1200**    **Attendance Policy Violation**: Violation of school district or school policy relating to attendance.

**1400**    **Breaking and Entering/Burglary**: Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.

**1500**    **Disorderly Conduct**: Any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.

**2200**    **Insubordination (Disobedience)**:  Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.

**2400**    **Obscene Behavior**:  Language or actions, written, oral, physical, or electronic, in violation of community or school standards.   Offenses could include displays of affection in violation of school policy, obscene written messages or electronic communication, obscene gestures or language/profanity.

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**2500**  **Physical Altercation, Minor**:  Confrontation, tussle, or physical aggression that does not result in injury.  Offenses could include pushing or shoving.

**2900**  **Other Sexual Offenses (Lewd Behavior, Indecent Exposure)**:  Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Use this code for statutory rape.  **Note**: Consider age and developmentally appropriate behavior before using this category.

**3100**  **Theft**: The unlawful taking of property belonging to another person <u>without threat, violence or bodily harm.</u>  Electronic theft of data should be coded here.

**3400**  **Trespassing**: To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

**3500**  **Vandalism**: Willful destruction or defacement of school or personal property.

**9000**  **Other Offenses (Forgery, Fraud, Bribery)**: Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

## VIOLENCE

**1300**  **Aggravated Assault (Battery)**: Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.  This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs.  Examples: Striking that causes bleeding, broken nose; kicking while a student is down.

**1700**  **Fighting (Mutual Altercation)**: Mutual participation in an incident involving physical violence where there is no major injury.

**1800**  **Harassment, Bullying, Intimidation (Nonsexual)**: Repeatedly annoying or attacking a student or group of students or other personnel, which creates an intimidating or hostile educational or work environment.  Examples: bullying or hazing.

**2000**  **Homicide**: Killing a human being.

**2300**  **Kidnapping**: Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.

**2600**  **Robbery (Involves Physical Harm)**: The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.  A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery.  (Use code 3100, Theft, when NO threat, violence or bodily harm takes place.)

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**2700**     **School Threat (of Destruction or Harm)**: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Example: bomb threat.

**2800**     **Sexual Battery**: Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.

**3200**     **Threat/Intimidation**: Physical, verbal, written, or electronic action toward an individual that immediately creates fear or harm without displaying a weapon and without subjecting the victim to actual physical attack.

## WEAPONS

**11**     **Handgun**: The weapon involved is a handgun or pistol.

**12**     **Shotgun/Rifle**: The weapon involved is a shotgun or rifle.

**13**     **Other Firearms**: The weapon involved is another type of firearm not named above, including zip guns, starter guns, and flare guns. As defined by the Gun-Free Schools Act, other firearms include:
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any weapon described above;
- Any firearm muffler or firearm silencer; and
- Any destructive device, which includes:
  - Any explosive, incendiary (e.g., bomb, grenade), or poison gas;
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

**20**     **Knife, Blade 2.5" or Greater**: The weapon involved is a knife with a blade of **at least** 2.5 inches in length or **greater than** 2.5 inches in length. (NOTE: This definition is used for the purpose of federal reporting. Montana Code (45-8-361(5)(b), MCA) defines a weapon to include a knife with a blade 4 or more inches in length.)

**96**     **Dangerous Weapon**: A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 ½ inches in length. [Source: 18 U.S.C. §930(g)(2)]

        If the weapon involved is a knife with a blade of 2 ½ inches in length or greater, report the incident under the Knife code (20) above.

**97**     **Other Weapons**: The incident involved a weapon other than those described above.

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**Perpetrator Code:** The perpetrator code identifies the type of offender.   Only one perpetrator code may be entered from the list.  If the perpetrator is a nonstudent or unknown, no further data are required.

**100**    **Student**: The perpetrator is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.

**640**    **Nonstudent**: The perpetrator is a nonstudent, e.g., dropout, teacher, student from another school.

**999**    **Unknown**: The perpetrator is unknown.

**Action Code:**  This code defines the action taken by the school district for each perpetrator reported under an incident who is an enrolled student in a school in the district.  See definitions for Suspension and Expulsion below.

**Definition of Expulsion:**  Montana Statute 20-5-202, MCA:  Expulsion is a disciplinary action available only to the school district board of trustees ... .  The board of trustees must adopt a policy defining the circumstances and procedures by which the trustees may expel a student. The trustees of a district must adopt a policy for the expulsion of a student who is determined to have brought a firearm to school for not less than one year.   However, the trustees may authorize the school administration to modify the requirement of expulsion of a student on a case-by-case basis.

**Definition of Suspension:**  Montana Statute 20-4-302(5), MCA:  In a district employing neither a district superintendent nor a principal, the teacher has the authority to suspend a pupil for good cause.  And, when either a district superintendent or a school principal is employed, only the superintendent or principal has the authority to suspend a pupil for good cause.

Montana Statute 20-5-202(1), MCA:  The trustees of a district must adopt a policy defining the authority and procedure to be used by a teacher, superintendent, or principal in suspending a student.

Montana Statute 20-5-202(3):  A teacher, superintendent or principal must suspend immediately for good cause a student who is determined to have brought a firearm to school (until the board of trustees can act on the expulsion).

**250**    **Expulsion, placed in interim alternative educational setting (referral by school personnel)**: The student is expelled by an action of the school board of trustees from his/her current educational setting and placed in an interim alternative educational setting to continue receiving educational services for the duration of the expulsion. For a student with disabilities this would be an appropriate interim alternative educational setting where the student continues to participate in the general education curriculum, in another setting, and continues to progress toward meeting the IEP goals.   The length of removal shall also include the school days the student was suspended pending board action to expel.

**260**    **Expulsion, without services**: The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion, with total cessation of educational services.  The length of removal shall include the school days the student was suspended pending board action to expel.

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**400** **Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel)**: The student is removed from his/her current educational setting in accordance with school district suspension policy and placed in an interim alternative educational setting to continue receiving educational services for the duration of the suspension. For a student with disabilities this would be an appropriate interim alternative educational setting where the student continues to participate in the general education curriculum, in another setting, and to progress toward meeting the IEP goals.

**410** **Suspension, out-of-school, <u>without services</u>**: The student is removed from his/her current educational setting in accordance with school district suspension policy and from all school settings for the duration of the suspension during which the student <u>does not</u> receive educational services.

## Length of Removal:
Enter the length of the out-of-school suspension or expulsion, in school days, for each perpetrator who is an enrolled student. Partial days are reported as a decimal. A student who has been expelled for a "full year" will be expelled for at least 180 school days (the total number of days a school is in session in one year). <u>NOTE</u>: If a student is suspended until an expulsion hearing can be held and then the student is expelled, the action code shall reflect "expulsion" with or without services (action code 250 or 260) and the length of removal shall reflect the total number of school days suspended and expelled.

> **<u>Expulsion/Suspension - Full Year/Shortened</u>:** If an incident is reported with a code that indicates a firearm was involved (code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]), then (based on the federal and state Gun-Free Schools laws) information must be provided on whether the required removal was for a full year or shortened to less than a full year. Either Full Year or Shortened must be checked if the incident involves a firearm and the perpetrator is an enrolled student.

> Montana law requires that school districts have a policy in place for the expulsion of a student who is determined to have brought a firearm to school, and that the expulsion must be for a period of not less than one calendar year unless the trustees modify the requirement for expulsion on a case-by-case basis (20-5-202, MCA).

## Program Status Code:
This code defines whether the student is regular education or special education (receiving special education and related services in accordance with the Individuals with Disabilities Education Act [IDEA]), and if the student has a Section 504 plan and/or is limited English proficient. See definitions below.

**<u>Regular Education</u>**: The student is receiving education services in the regular education program.

**<u>Special Education</u>**: The student is a student with disabilities who qualifies for special education and related services under the Individuals with Disabilities Education Act (IDEA) and is receiving those services in accordance with an Individualized Education Program (IEP).

**<u>Section 504 Plan</u>**: A plan developed to provide services and/or accommodations/modifications to a regular education student so that he/she may benefit from the education process. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities, including students, parents and staff members. Section 504 covers all students who are defined as having any physical or mental impairment that substantially limits one or more major life activities, including, but not limited to, learning.

**Limited English Proficient:**  Applied to a student who is aged 3 through 21, is enrolled or preparing to enroll in an elementary or secondary school, and:

a.  who was not born in the United States or whose native language is a language other than English;

b.  who is American Indian or Alaskan Native, or a native of the outlying areas, and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

c.  who is migratory, whose native language is a language other than English and who comes from an environment where a language other than English is dominant, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the ability to meet the state's proficient level of achievement on state assessments, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in our society.

> NOTE:  A student who is eligible for special education and related services under IDEA will not have a Section 504 plan.  Any necessary accommodations will be written into the student's IEP under IDEA.

## Victim Code(s):
The victim code captures specific information regarding any individuals who were victimized by the incident (see definition below).  A perpetrator cannot be a victim.  At least one victim code must be reported.  Enter ALL victim codes that apply from the list below. If there are no victims, enter code 700 (None).  If code 700 is used, no other victim codes may be entered.

**Definition of Victim:**  For purposes of reporting school discipline data, a victim is defined as an individual who suffers physical or emotional injury, loss, or death because of a voluntary act by another person.  Although a large population within a school may be inconvenienced by an action such as a bomb threat or lock down, students are not considered victims unless an action affects them personally in a substantial and negative way.

**100**      **Student**: The victim is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.

**200**      **School Personnel**: The victim is employed at the reporting school at the time the incident occurred.

**500**      **Other**:  The victim can't be identified in any of the listed categories for victims.

**600**      **Nonschool Personnel**: The victim is an individual who does not attend or work for the school (e.g., parent, community member, volunteer).

**700**      **None**: Use this code for incidents where no individual has been victimized.

# Appendix B     Required Federal Reports

This is the list of federal reports that require the data collected in the School Discipline Data Collection application.  (Pay particular attention to <u>Unsafe School Choice Option</u> - this may affect your school.)

<u>ESEA, Title XIV, Part F – Gun-Free Schools Act (GFSA)</u> – The GFSA requires the state education agency to provide data annually to the U.S. Department of Education to ensure the implementation of the Act. Data provided on students involved in firearms incidents satisfy this requirement.

<u>ESEA, Title IV – Safe and Drug-Free Schools and Communities Act (SDFSCA)</u> – The SDFSCA requires the state education agency to report data annually on incidents of prohibited behavior on school property, including information about those committing the offense and those victimized by the incident.

<u>Individuals with Disabilities Education Act (IDEA), Part B, Annual Performance Report</u> – The state education agency is required to report data annually on students with disabilities who have been suspended or expelled for weapons or drugs violations, as well as unilaterally removed (suspended/expelled) for more than 10 days, or a series of suspensions that total more than 10 days during the school year reported.

Requirements since 2007 include unilateral removal for serious bodily injury, total number of out-of-school suspensions/expulsions totaling less than 10 days and in-school suspensions for students with disabilities.

<u>ESEA, Title IX – Unsafe School Choice Option (NCLB)</u> – The U.S. Department of Education requires the state education agency to report annually on the number of schools identified as "persistently dangerous."  The following definition of "persistently dangerous" has been developed by the OPI in consultation with local education agencies and other interested parties:

"A Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

- in each of three consecutive years, the school has a federal or state gun-free schools violation or a violent criminal offense has been committed on school property, and
- in any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons, or violence that exceed one of the following rates:
  - o more than 5 expulsions for a school of less than 250 students,
  - o more than 10 expulsions for a school of more than 250 students, but less than 1,000 students,
  - o more than 15 expulsions for a school of more than 1,000 students."

For OPI policy document on Persistently Dangerous Schools designation, go to the following link: http://www.opi.state.mt.us/pdf/safeschools/persistentlydangerous.pdf

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# Appendix C     Frequently Asked Questions and Answers

The following questions and answers address issues that occurred with some frequency in the data that were reported in previous years.  Please take the time to read through these, as they may provide guidance for your situation.

1.   **Question:** Must a school submit a school discipline report if the school has no incidents to report?

   **Answer:** <u>Yes</u>. A completed report form must be submitted for every school in the district.  If a school has no incidents that resulted in out-of-school suspensions/expulsions or incidents involving nonstudents, check the box labeled "There are no incidents for this school" found on the **Incident Status/School Submit** data entry screen for that school.

2.   **Question**:  Can data for several schools in the district be reported under one school?

   **Answer**: <u>No</u>.  School Discipline Data must be reported under the school where the incident occurred or where the students involved in the incident attend school.

3.   **Question**: How would an incident of out-of-school suspension/expulsion be reported if the students involved each have different incident codes that pertain to them individually (example:  two students rob the school office – one student carries a knife and the other student carries a gun)?

   **Answer**:  School discipline data reporting is incident driven.  An incident is reported as <u>one</u> incident, even though you use several incident codes to <u>describe</u> the incident and there are several students involved.  For instance, the above case should be reported as follows: there is one incident with several incident codes that apply – 2600 (robbery), 12 (shotgun/rifle) and 20 (knife), and under that one incident, there are two student perpetrators.  Because a firearm is involved in the incident, the district's firearm policies should be followed - that is, most likely the board of trustees will determine the action taken with the students involved in the incident.  For purposes of data reporting, it is unnecessary to distinguish which student carried the rifle and which carried the knife.  However, action codes (school action taken) for this incident may be different for each student and one student may be removed for a longer period of time than the other.  Because both students are involved in a "firearms" incident, the school must report for each whether the removals are for a full year or have been shortened.  The school district can use some discretion on whether to report separate incidents in certain cases, but the emphasis is on the incident and what/who was involved in that incident.

4.   **Question**:  How should an incident be reported if the student is suspended out-of-school for several days until the board of trustees can meet and then the student is expelled – should this be two incidents, one for the suspension and one for the expulsion?

   **Answer**:  The emphasis is on the incident and this is one incident, not two.  The action code should reflect expulsion (which is the end result) and the number of days removed should include the total number of days, both suspended and expelled, for that incident.

5.   **Question**:  If a student is expelled until the end of the school year, must the number of days be reported?

   **Answer**: <u>Yes</u>.  The number of <u>school</u> days a student is removed is a required field if the perpetrator is a student.  If a student is expelled for the remainder of the year the number of school days must be determined.  A full year removal, for example, from November to November, is around 180 school days.

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**6.**  **Question**:  Are there certain reporting requirements when a student has brought a firearm to school?

**Answer**: <u>Yes</u>.  Firearm incidents (code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]) may be reported with an action code that reflects an out-of-school expulsion or suspension.  Montana Statute (20-5-202, MCA) requires that boards of trustees must have in place a policy for expelling a student for not less than one year if the student is determined to have brought a firearm to school, except that a school board may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.  Remember that expulsion is a disciplinary action that is only available through the school district board of trustees, and there must be policies in place in the school district defining the circumstances and procedures for expulsion and suspension when a firearm is involved.  If a firearm is involved, each student record must show if the suspension or expulsion for that student was for a full year or was modified to less than a full year (in the electronic application, the full year/modified year are automatically filled in based on the number of days of removal that has been entered; however, the reporting agency may override that setting).

**7.**  **Question:**  How is an incident that involves two students, each one from a different school (for example, one student from the middle school and one student from the high school) reported?

**Answer:**  Since each student involved in the incident attends a different school, the incident must be reported at each school to include the student information for the student who attends that school.  This would result in two incidents being reported for what was essentially one incident; however, the data would correctly indicate students at each school, which could only be reported in this method.

**8.**  **Question:**  Should an incident be reported that involves a student on the last day of school in which the student would normally be suspended or expelled, but because it's the last day of school there is no action taken?

**Answer:**  <u>Yes</u>.  If a student commits a violation on the last day of school that would normally result in out-of-school suspension or expulsion, more than likely the student would be removed from the school for the remainder of that last day of school.  The incident should be reported and the length of removal should reflect the portion of that last day of school for which the student is removed.  It is important to report this incident, and using a portion of a day allows the incident to be reported.

**9.**  **Question:**  A student is involved in an incident that results in the student being expelled for a certain amount of time.  The parents remove the student from school before the expulsion can be implemented.  Should the incident be reported?

**Answer:**  <u>Yes</u>.  Even though the student was removed by the parents prior to implementation of the suspension/expulsion, this incident must still be reported along with the length of removal that would have been imposed if the student was still enrolled at the school.

**10.**  **Question:**  There is a bomb threat called in that prompts the evacuation of the entire school.  Should the number of victims include every student and staff in the school?

**Answer:**  <u>No</u>.  The definition in the glossary for the term "victim" clarifies that a victim is an individual who suffers physical or emotional injury, loss or death because of a voluntary act by another person.  This would not include the inconvenience experienced by students and staff because of the evacuation of a building.  Unless there was an individual who was emotionally or physically injured during a bomb threat, there would be no victims reported.

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**11. Question:** If a school has several in-school suspensions of students with disabilities to report, but does not have any out-of-school suspensions or expulsions to report, must the "No Incidents Reported" on the Out-of-School Susp/Exp data entry screen still be checked?

**Answer:** <u>Yes</u>. A school that has no incidents of out-of-school suspensions/expulsions or incidents involving nonstudents must check the "No Incidents Reported" on the Out-of-School Susp/Exp data entry screen, whether the school also has in-school suspensions to report or not.

The School Discipline Information page allows you to access this instruction manual, the list of codes, the glossary, and incident worksheets.

The link to the page is: http://www.opi.mt.gov/Reports&Data/Index.html#gpm1_10

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